



Michigan Student Data System (MSDS)

Using the MSDS Reports

Introduction

The MSDS has a variety of reports that are generated from data already in the system and provide users with the opportunity to view and analyze the data.

The *Data Staging Area* contains reports for uncertified data or for collections that do not require certification. These reports reflect data from records that are error-free.

Reports based on the certified data are available under the *Certified Data Reports* menu option. Additional reports are available that are not related to a particular collection, such as Direct Certification, FTE Audit, Grad Cohort and PEPE. Some reports are only available to users with appropriate permissions. For example, the Direct Certification Student Status report is only available to users with the Supplemental Nutrition role.

Reports are available in PDF, Excel and CSV formats. Some reports also have an additional drill-down format that can be used to access student-level detail.

For a full list of available reports, click on the link below to access the MSDS Reports List spreadsheet. This spreadsheet contains two tabs. The “Report List” tab provides the location and the collection(s) that pertain to each report. The “Report Details” tab provides a brief description of each report, recommendations on how the report should be used and any additional comments.

http://www.michigan.gov/documents/cepi/MSDS_reports_380930_7.xls



Staging Area Reports

Discussion

In the Data Staging Area, the reports are separated into three categories:

1. **Validation Reports:** these reports allow you to view a complete list of errors and warnings for the selected collection.
2. **UIC Resolution Reports:** these reports allow you to view students that have a particular UIC Resolution status.
3. **Staging Reports:** the list of reports varies based on the selected collection, and allow you to verify the data submitted in that particular collection. These reports should be compared with reports in your student information to confirm the data are accurate.

Additional notes:

- Only uncertified, error-free records (with or without warnings) are included in the Staging Reports. Records that contain errors will not appear.
- Once the data are certified, staging area reports will no longer display data. The report must be run from the Certified Data Reports menu. Instructions can be found on the next page.

Select your filter criteria...

Submitting Entity: CEPI Public Schools (00000)
Collection: Fall 2011 General Collection 2011-2012

Total Records - 2609

Validation Status

Errors Exist	0
Error Free with Warnings	13
Error Free with No Warnings	2596
Pending Validation	0
Processing Validation	0
Validation Failed	0

UIC Resolution Status

Requires Resolution	0
Match Found	2609
Used Previous Resolution Result	0
New UIC Generated	0
New UIC Requested	0
Not Eligible for Resolution	0
Pending Resolution	0
Processing Resolution	0
Requires New UIC Not Allowed for Collection	0
UIC Request Denied	0
UIC Resolution Failed	0

Validation Reports

1

Select a report: [v]
Select a format: [v]
Run Report

UIC Resolution Reports

2

Select a report: [v]
Select a format: [v]
Run Report

Staging Reports

3

Select Report: [v]
Select a format: [v]
Run Report

Procedures

1. Select a report from the dropdown list.
2. Select a report format.
3. Click the **Run Report** button.



Certified Reports

Procedures

Certified Reports

* = Required

*Submitting Entity:

*Collection:

*Report:

*Format:

[View Report](#)

1. From the Certified Data Reports menu, choose Certified Reports.
2. Type the name or code of the Submitting Entity.
3. Select the desired collection from the dropdown list.
NOTE: Only collections with certified data will appear in this list.
4. Select the desired report from the dropdown list.
5. Select the desired report format from the dropdown list.
6. Click the **View Report** button.



Drill-down Reports (beta)

Discussion

CEPI has released a new feature to various summary reports that allows users to view student-level detail. This feature is in beta mode, which means that we are still working to make the feature as efficient as possible. However, we feel this reporting capability is too valuable to delay its release.

The drill-down option has been added to the following reports:

- 12th Grade Graduate Summary
- Exit Status Count
- Gender/Race/Ethnicity Count
- Primary Disability Count
- Program Participation Count
- Residency Status Count
- Students with Submitted Test Types

Procedures

1. While selecting a report in either the Staging Area or the Certified Reports menu, choose the Drill-Down format and run the report as shown below.

Data Staging Area

Staging Reports

Primary Disability Count ▼

Drill-Down ▼

Run Report

Certified Reports menu

Certified Reports

* = Required

*Submitting Entity: CEPI Public Schools (00000)

*Collection: Fall 2011 General Collection 2011-2012 ▼

*Report: Exit Status Count

*Format: Drill-Down ▼

View Report

2. The report will display as follows:

Center for Educational Performance and Information - Michigan Student Data System

Exit Status Count

Certified Data

Collection: Fall 2011 General Collection 2011-2012

Entity: CEPI Public Schools (00000)

Description: Exit Status Count Description

District	School	Exit Status (Codes 01-21, 30, 40-42)	Count
CEPI Public Schools (00000)			2609



Center for Educational Performance and Information

3. By default, the report will display the total district-level count. Click the ☐ sign next to the district name to “drill down” to the building-level details.

District	School	Exit Status (Codes 01-21, 30, 40-42)	Count
<input type="checkbox"/> CEPI Public Schools (00000)			2609
<input type="checkbox"/> CEPI High School (00001)			395
<input type="checkbox"/> CEPI Middle School (00002)			318
<input type="checkbox"/> CEPI Elementary School (00003)			696
<input type="checkbox"/> CEPI Adult Education (00004)			3

4. Next, click the ☐ sign next to a building to “drill down” further to the next level in the report.

District	School	Exit Status (Codes 01-21, 30, 40-42)	Count
<input type="checkbox"/> CEPI Public Schools (00000)			2609
<input type="checkbox"/> CEPI High School (00001)			395
<input type="checkbox"/> 07 Dropped out of school			4
<input type="checkbox"/> 08 Enrolled in another public school district in Michigan			34
<input type="checkbox"/> 09 Moved out of state			2
<input type="checkbox"/> 19 Expected to continue in the same school district			355
<input type="checkbox"/> CEPI Middle School (00002)			318

5. Continue clicking the ☐ sign until you’ve reached the student-level detail.

District	School	Exit Status (Codes 01-21, 30, 40-42)							Count
☐ CEPI Public Schools (00000)									2609
	☐ CEPI High School (00001)								395
	☐ 07 Dropped out of school							4	
	Last Name	First Name	Gender	DOB	UIC	Local Student ID	Grade	Exit Date	
	FALLON	JAMES	M	08/28/1991	0123456789	005744	12	2011-09-07	
	GARLOW	WESLEY	M	06/17/1994	1234567890	001366	12	2011-09-19	
	MONTANA	HANNAH	F	04/19/1996	2345678901	007455	10	2011-09-30	
	WITTEN	JASON	M	10/25/1993	3456789012	000805	12	2011-10-04	
	☑ 08 Enrolled in another public school district in Michigan							34	
	☑ 09 Moved out of state							2	
	☑ 19 Expected to continue in the same school district							355	



Printing the drill-down report

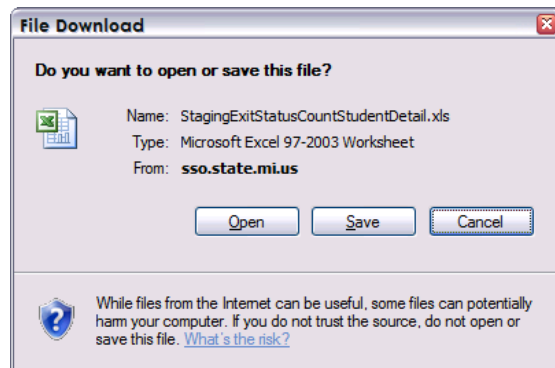
Currently, the printer icon is not functional. We expect this to be corrected when the final version of the drill-down feature is released. In the meantime, please follow the steps below.

NOTE: The steps below are designed for Microsoft Excel 2010. For older versions of Excel, refer to the Microsoft Help resources or contact your local technical support for assistance.

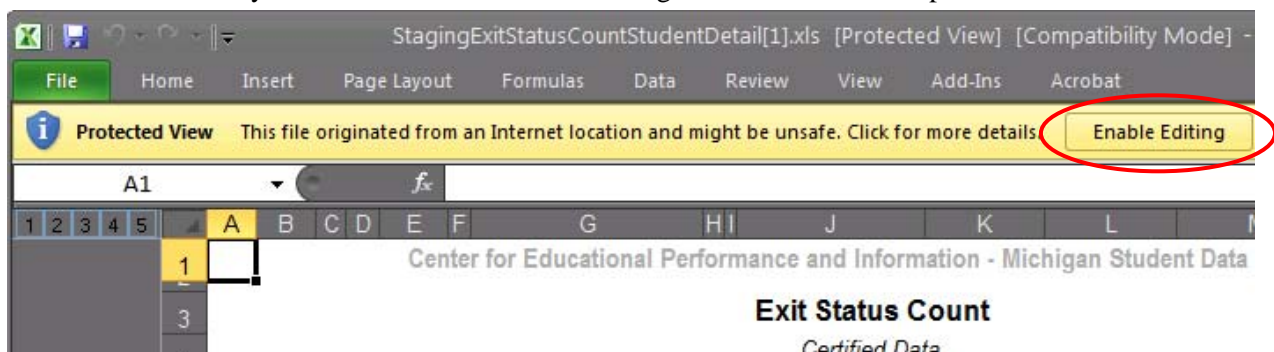
1. Click the Export icon from the toolbar and choose Excel as shown below.



2. When prompted, choose Open or Save. If “Save” is chosen, select a location to save the file, and then locate and open the file.

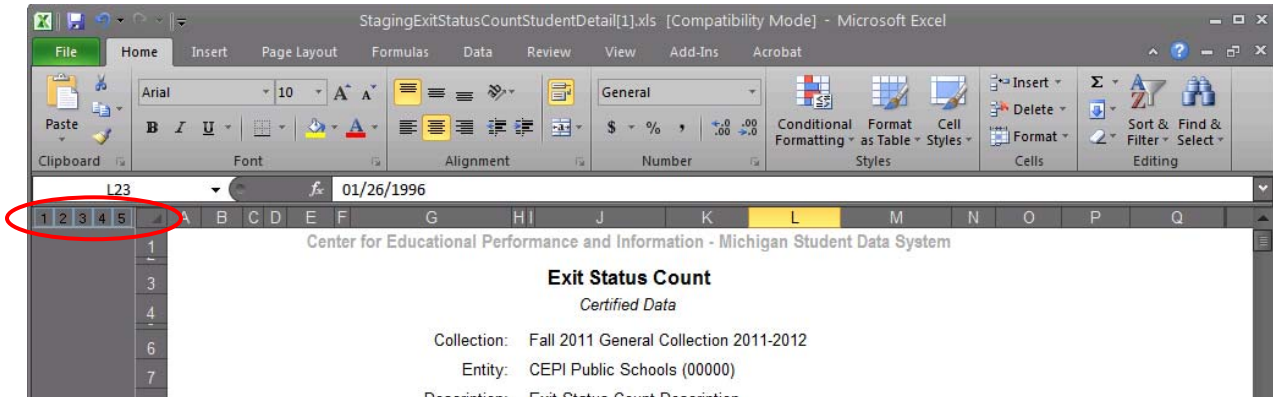


NOTE: If “Open” is chosen, the file will automatically open in Excel, but in a read-only format by default. Click the “Enable Editing” button to make the spreadsheet editable.

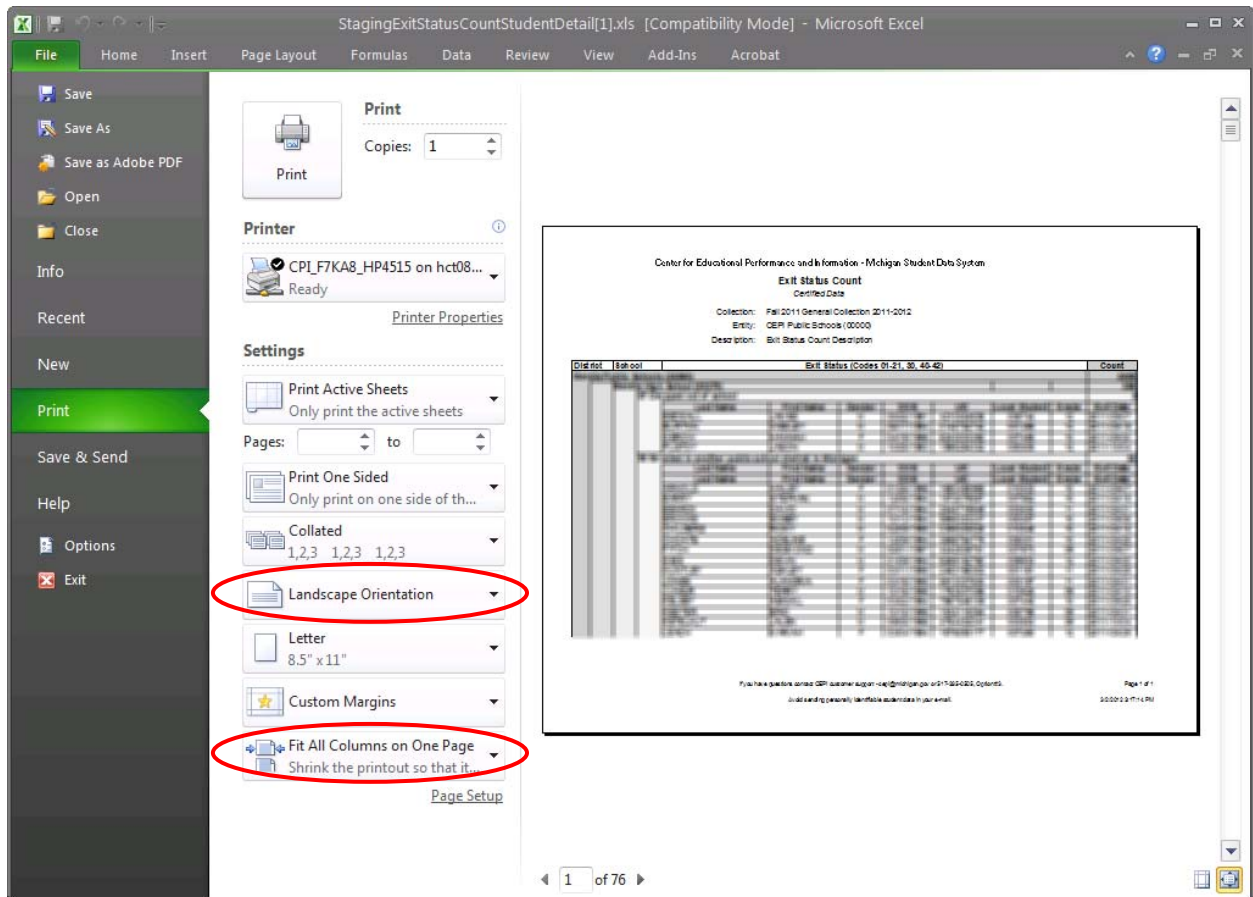


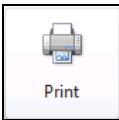


3. In the upper left-hand corner, click the highest number shown (in this example, “5”) to completely expand all student-level detail.



4. Click on the File menu, and choose Print. Change the settings to “Landscape Orientation” and “Fit All Columns on One Page” as shown below.



5. Finally, click on the  button.